

MEMORANDUM FOR THE DIRECTOR

SUBJECT: Status of Women in the Agency

1. Action Requested: It is requested that you conduct an "open meeting" in the Auditorium where you and senior managers discuss the "Status of Women within CIA." It is also requested that you review WAP recommendations prior to the "open meeting." Such recommendations are contained in paragraph 4.

2. Basic Data or Background:

A. Since May 1973 the Women's Advisory Panel has been studying the status of women in the Agency. We wish to highlight factors which indicate that positive action must be taken to improve the status of women within CIA.

- *In 1970 approx. 30% of the work force.*
Women today represent 32% of the Agency's GS workforce. *all women.* This figure was 42% in 1955 and 34% in 1965.
- In addition to having a lower percentage of women, we have fewer women professionals. In 1967 women represented 16% of the professional employees. This figure dropped to 14% in 1971 and was down to 15% in March 1974.
- The average grade for women in the Agency is GS-07.4 compared with GS-11.6 for men. In 1955 the average grade for women in the Agency was GS-06.3 compared with GS-10 for men.

- Of the women in the Agency, 64% are GS-07 and below; 31% are in grades GS-08 through GS-12. and 5% are GS-13 and above.
 - Less than 5% of the Supervisory positions GS-12 and above are filled by women.
 - There are no women Supervisors grade GS-12 and above in the front office of any Directorate.
 - Promotion statistics for FY 1974 indicate that women are older at each grade level and spend longer time in grade than men.
 - In FY 1973, 16% of the new employees grade GS-07 and above were women; in FY 1974 this figure dropped to 14%.
- B. If the goals set in the Annual Personnel Plan for FY 197~~5~~ are met:
- The number of Professional women in the Agency will increase by 81.
 - The percentage of women in the Agency's professional ranks will increase from 15.4 to 16.2 thus restoring women back to level where they were in 196~~5~~⁷.
 - The number of clerical women in the Agency who will move into professional positions will increase by 85 thus effectively

eliminating external recruitment of women.

- No plan to promote women to or within the supergrade levels.
- Five women will be promoted to grade GS-15.

C. A comparison of the Directorates shows that DDI continues to maintain the best record for women.

	Women Workforce	Average Grade	% of Supervisory Positions GS-12 and above occupied by women	Women Professionals	APP FY '75 women professionals	To meet APP Objective
DDI	36%	GS-08.1	11%	22%	24%	*
DDO	38.9%	GS-07.5	5.4%	19.3%	20.6%	**
DDS&T	24.5%	GS-07.2	2.7%	9.4%	10.2%	**
DDA	23.8%	GS-06.7	2.8%			**

* 50% of increase to be met by moving clericals into professional positions

** movement of clericals into professional positions

STATINTL

3. Panel Position: The response to Headquarters Notice on the Status of Women in the Agency indicates a strong interest in an "open session" to discuss this topic. The Panel has studied the questions submitted and concludes that these questions can only be answered by senior management. The questions are grouped by general subject matter and are attached as Tab ____.

4. Recommendations:

- A. That you hold an "open meeting" in the Auditorium where you and senior managers respond to the questions listed in Tab ____.
- B. That the Office of Personnel have a female recruiter with the specific responsibility of recruiting women professional employees.
- C. That the number of professional women applicants be increased by 15%.
- D. That each Directorate ^{identify} ~~conduct a study~~ on the utilization of women within their Directorate to include:
 - 1. Identification of specific positions for which women cannot be considered.
 - 2. Identification of positions for which they have no qualified female employees.
 - 3. Identification of women who have the potential to advance and for whom they have no target positions.
 - 4. Establishment of goals for moving women into higher graded supervisory positions.

FWPC